



## CITY COUNCIL WORK SESSION

Monday, August 07, 2023 at 6:00 PM  
Council Chambers and YouTube Livestream

Website: [www.forestparkga.gov](http://www.forestparkga.gov)  
YouTube: <https://bit.ly/3c28p0A>  
Phone Number: (404) 366.4720

**FOREST PARK CITY HALL**  
745 Forest Parkway  
Forest Park, GA 30297

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James  
The Honorable Hector Gutierrez  
The Honorable Allan Mears

The Honorable Dabouze Antoine  
The Honorable Latresa Akins-Wells

Ricky L. Clark Jr, City Manager  
Michelle Hood, Interim City Clerk  
Mike Williams, City Attorney

## AGENDA

### VIRTUAL NOTICE

To watch the meeting via YouTube - <https://bit.ly/3c28p0A>

The Council Meetings will be livestream and available on the City's

YouTube page - "*City of Forest Park GA*"

### CALL TO ORDER/WELCOME:

### ROLL CALL - CITY CLERK:

### PRESENTATION(S):

1. **Council Discussion and Approval of FOREST PARK FIRE & EMS – Professional Development Program** - Fire Department

#### **Background/History:**

In collaboration with the Fire Department's Leadership Team, Fire Chief Latosha Clemons has initiated the "first" ever Professional Development Program.

This program is designed as a guide for Firefighters and Paramedics to have a transparent career pathway for promotional opportunities and leadership roles with the Forest Park Fire Department.

Presented by Fire Chief Latosha Clemons.

### OLD BUSINESS:

2. **Council Discussion and Approval of Rezoning from RS to RM- Scott Rd. (RZ-2023-02)**– Planning & Community Development

**Background/History:**

The applicant is requesting to rezone the subject property from RS (Single Family Residential) to RM (Multi-Family Residential). The property is currently wooded and undeveloped. Three single-family homes are currently located on Scott Road. Surrounding land uses include light industrial, west, and single-family residential north, south and east of the subject property. The intent is to build 16 townhouses on the property. **The Planning Commission recommended to Approve the Rezoning from RS to RM with the following conditions:** 1. Scott Road shall be improved to city standards prior to development, (2) All buildings shall be constructed of brick, stone, wood, stucco or any combination thereof, (3) There shall be different architectural features between units, no adjacent units shall have the same design characteristics, features or identical, (4) Each unit shall provide 2-car garages, (5) Adhere to the buffer standards as specified in the current code between industrial and residential development, (6) There shall be only 4 rental units on this parcel, and rental units shall be distributed throughout various buildings of the development so that rental units are not segregated in one building; (7) Any deviations from the conditions shall be approved by the Planning Commission. **This item was tabled on 7/17/2023 and is back up for discussion.**

3. **Council Discussion and Approval for Rezoning from RS to RM- Scott Rd. (RZ-2023-02)**– Planning & Community Development

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The applicant is requesting to rezone the subject property from RS (Single Family Residential) to RM (Multi-Family Residential). The property is currently wooded and undeveloped. Three single-family homes are currently located on Scott Road. Surrounding land uses include light industrial, west, and single-family residential north, south and east of the subject property. The intent is to build 16 townhouses on the property. **The Planning Commission recommended to Approve the Rezoning from RS to RM with the following conditions:** 1. Scott Road shall be improved to city standards prior to development, (2) All buildings shall be constructed of brick, stone, wood, stucco or any combination thereof, (3) There shall be different architectural features between units, no adjacent units shall have the same design characteristics, features or identical, (4) Each unit shall provide 2-car garages, (5) Adhere to the buffer standards as specified in the current code between industrial and residential development, (6) There shall be only 4 rental units on this parcel, and rental units shall be distributed throughout various buildings of the development so that rental units are not segregated in one building; (7) Any deviations from the conditions shall be approved by the Planning Commission. **This item was tabled on 7/17/2023 and is back up for discussion.**

4. **Conditional Use Permit for Self-Storage** – Planning & Community Development

**Background/History:**

This is a request for a conditional use permit to allow a 6,152 square foot renovation in the rear of the International Discount Mall to build self-storage units in the rear of the facility. The original staff report on this matter is attached.

**This item was approved by the Council but vetoed by the Mayor. It has been requested by Councilmember James to be on the agenda for the City Council to consider an override of the veto.**

5. **Council Discussion and Approval of Conditional Use Permit (CUP-2023-04)- 5370 Ash Street – Planning & Community Development**

**Background/History:**

The applicant is requesting a Conditional Use Permit to operate a youth performing arts facility, rehabilitation group home for teens, summer camp, health clinic and an adult education program at 5370 Ash St. This property is located within the Single-Family Residential District (RS). Per Section 8-8-28 Single Family Residential District (RS), Places of worship, private school and daycare centers require conditional use permits to operate in the Single-Family Residential District. A church currently exists on the subject property. The Planning Commission recommended **Denial of a Conditional Use Permit** at its meeting on June 15, 2023, based on the potential of a liability of children and adult activities that include clinics, recovering alcoholics and offenders mixing. The following combination would not be allowed as a combined use. **This item was tabled on 7/17/2023 and is back up for an update to the Mayor and Council.**

Staff met with the applicant after the last Council meeting. The original application request still needs to be clarified by the applicant. At present, it is anticipated that the uses on the site will be limited to a church and a related school. Once staff receives the additional information requested from the applicant, this will be brought back to the Mayor and Council for further consideration.

**NEW BUSINESS:**

6. **Council Discussion and Approval of Newton County Fire Service Clinical Agreement- Fire Department**

**Background/History:**

A mutual agreement of understanding between Newton County Fire Service (NCFS) and the City of Forest Park has been established for the purpose of EMT training.

NCFS has Firefighters and Responders from Forest Park and other service areas enrolled in their EMT program, which provides clinical training and assists with improving skills and knowledge for individuals desiring to become licensed EMTs or Paramedics.

This agreement, once approved, will be assigned to both parties. The attached agreement will be further explained by Fire Chief Latosha Clemons.

7. **Council Discussion and Approval of Text Amendment – Planning & Community Development**

**Background/History:**

The Planning & Community Development Department has discovered an area of the Sign Ordinance that needs to be amended to allow certain entertainment establishments that offer performing arts shows, cultural plays, theatrical performances and similar events, signage that allow for advertisement of such events.

8. **Council Discussion and Approval of Text Amendment - Arts Entertainment District – Planning & Community Development**

**Background/History:**

In 2021, the Livable Centers Initiative listed several goals to further the downtown vision to provide a link to Main Street, create a sense of place, incorporate public art and encourage a walkable, live, work and play community with diverse development and activities that encourage inclusivity while supporting health and wellness. The new proposed Arts and Entertainment District includes the current Entertainment District, but will expand south over to Starr Park encompassing parcels between Oak Street and Ash Street as shown on Exhibit A.

9. **Council Discussion and Approval of Text Amendments TA-2023-03 – Planning & Community Development**

**Background/History:**

The Planning & Community Development Department has discovered some areas of the Code of Ordinances that need to be amended for clarity and formal processes. This update creates a standard monthly due date for applications to be submitted by the second Wednesday of each month as well as proposing the meeting date to occur on the third Friday of each month. The previous ordinance did not provide an organized process for when applications can be received, and did not provide an explicit timeline, leaving too much room for an unorganized process for both applicants and staff. This update will clarify application submittal deadlines, meeting dates and create a more fluid process for the urban design review board members, city staff and the applicant. Planning Commission has recommended approval based on the July 20, 2023, Planning Commission meeting.

10. **Council Discussion and Vote on Charter Amendment to Establish New Ward Lines – Legal**

**Background/History:**

At the last Council meeting, the City Council voted to approve moving forward with the Charter amendment process to provide for new ward lines.

Municipal charters may be amended by ordinances duly adopted at two regular consecutive meetings of the municipal governing authority, not less than seven nor more than 60 days apart. This is the first formal adoption. The second and final adoption of the charter amendment will occur on August 21, 2023.

Legal notices advertising this amendment are currently being run in the Clayton News Daily as required by law.

Copies of the ordinance and the new map are available for inspection by the public in the City Clerk's office.

11. **Council Discussion and Approval of Council Consideration of and Vote on Extension of ABM Contract for Maintenance of HVAC Systems – Procurement**

**Background/History:**

The City's current contract with ABM Building Solutions for the maintenance of its legacy HVAC units expired on July 31, 2023. It is proposed that the contract be extended for another year. Under the contract, ABM would provide maintenance for the City's older HVAC units. The recently installed units are still under warranty, so the contract does not cover the new units.

Staff recommends approval of the contract.

12. **Council Consideration of and Vote on Proposal to Temporarily Suspend the Borrowing of Funds from Employee Empower Retirement Accounts – Executive Offices**

**Background/History:**

Over the past year, a number of problems have been identified with respect to employees borrowing funds from their Empower retirement accounts. Among the problems are: poor record keeping; failure to repay borrowed funds and missing contributions being made to employee accounts. In addition, there is significant confusion regarding how the loans are to be administered and whether there are credit score impacts if loans are not repaid.

In order to give the staff sufficient time to gather the necessary information and identify corrective measures, we are recommending that the Council suspend the ability of employees to borrow from their Empower retirement accounts. The proposed suspension period is six months, with the ability of the City Manager to extend an additional six months if necessary, while he works to correct all issues.

13. **Council Discussion and Approval of Georgia Municipal Association – Pension Plan**

**Background/History:**

As part of the City Manager's employee evaluation, a large percentage of employees stated that they would like to see a Pension Plan implemented. At current, the city only offers a 457 and 401 plan. A qualified retirement plan can help our organization look more attractive to qualified employees. Finding quality employees can be a challenge today, especially when a job seeker is considering multiple job offers. Offering a retirement plan is a benefit most job seekers consider and ultimately can be a differentiating factor in their decision-making process.

Not only can retirement plans help you attract new employees, but they can also help you retain those most valuable to our City's success. Keeping good employees lowers our turnover cost and helps our business function more efficiently.

Staff is seeking approval to move forward with requesting the Georgia Municipal Association to complete a cost study for us to bring back to Mayor and Council to determine whether or not a pension plan is feasible and affordable. GMA has over 50 years of experience administering local government pension plans. They provide administration of retiree benefits, actuarial services, as well as legal compliance. In addition, they will provide training for our staff as well as employee education whenever we have a need for it.

The fee for a cost study is \$2,500 and takes approximately 4-6 weeks to complete. Should the Mayor and Council decide to move forward with a pension plan, their legal team can deliver plan documents within a couple of months.

14. **Council Discussion and Approval of Public Works – Double Time Overtime Pay - Executive Offices**

**Background/History:**

To continue implementing employee incentives city-wide, we recommend adding "double-time" pay for Public Works employees. This incentive would last 90 days to assist with catching up with grass-cutting around the city. This will only go into effect on Friday after they have completed their typical shift – Sunday at midnight; all other overtime will be paid out at 1.5 times. This pay will only occur after the employee has completed a 40-hour work week.

Policy Overtime for non-exempt Public Works employees shall be compensated according to State and federal law. All actual work performed by a nonexempt employee within the Public Works Department between the normal work week, Monday through close of business on Friday, in excess of 40 regular hours, shall be paid overtime at a rate of time and one-half. All work performed by a nonexempt employee within the Public Works Department between Friday 5:01 p.m. – Sunday 12:00 p.m. will be paid at a rate of two (2) times the employee's regular rate of pay.

15. **Council Consideration of and Vote on Intergovernmental Agreement with Clayton County to Conduct the 2023 Municipal Elections – Executive Offices**

**Background/History:**

It is proposed that the Clayton County elections staff conduct the 2023 municipal elections for Forest Park. The City Clerk will still serve as the Elections Superintendent, but Clayton County will handle most other election matters. The attached Intergovernmental Agreement has already been approved by Clayton County and has been reviewed by the city staff.

**EXECUTIVE SESSION:** (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate)

**ADJOURNMENT:**

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 404-366-1555.